

JOB DESCRIPTION

URBAN ENVIRONMENTAL DEPARTMENT

SUPERINTENDENT

1. **JOB TITLE: SUPERINTENDENT**

2. **DEFINITION:** This is a technical and skilled position performing supervisory, administrative, and related work in managing personnel, equipment and materials related to the arboricultural and landscape maintenance of city-owned property. The employee works under the supervision of the Urban Environmental Director/City Horticulturist; all employees are responsible to the City Manager. The employee is responsible for the direct supervision of the work performed by all full-time and part-time employees of the Urban Environmental Department. The Superintendent will also perform and/or oversee work required for the development, planting and, maintenance of all lawns, landscape beds, street trees, park trees, irrigation systems, plant nurseries, greenhouses and general grounds located within the City's rights of ways and general grounds of city-owned property. The employee will perform other related work as required, some of which will be mechanical. This position is also responsible for assisting with the management and implementation of the City's Tree Management Ordinance and Landscape Requirements within the City's Zoning Ordinance. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer return to duty, and follow-up drug and alcohol testing.

3. **EQUIPMENT AND JOB LOCATION:**

- a. This position requires the use of various communication devices, personal computers, other standard office equipment, heavy equipment, light equipment, tools, various irrigation and landscape equipment, and vehicles. The employee may operate and perform light-duty maintenance on vehicles, tractors, riding mowers, bucket trucks, push mowers, backhoes, skid loaders, weed eaters, edgers, chain saws, chippers, stump grinders, back-pack blowers, sprayers, snow blowers, hand saws, rakes, shovels, and other small tools. The employee will be required to drive a dump truck and all other departmental vehicles not requiring a CDL.
- b. Work is performed outdoors within the Murfreesboro city limits, and some tasks may be required to be performed regardless of weather conditions. The employee will be exposed to loud noise, machinery with moving parts, dirt, dust, debris, chemicals, and foul odors. Work is characterized by the necessity for considerable physical exertion, and close daily contact with unpleasant materials. All City buildings and vehicles are smoke free.

4. **ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Supervises departmental personnel to assure that full and part time employees perform their jobs in a safe, responsible and productive manner.
- b. Counsels employees and provides Director with recommendations on such issues as discipline, promotions, transfers, terminations and other aspects of personnel operations.
- c. Supervises and/or performs all phases of arboricultural work, landscape design, installation, and maintenance.
- d. Conducts interviews, participates in the selection of new employees.

- e. Supervises and/or performs all phases of irrigation design, installation and maintenance.
- f. Establishes and supervises plant nursery.
- g. Performs site and Tree Work Application inspections and evaluations.
- h. Supervises and/or performs plant disease diagnosis, application of pesticides and fertilizers.
- i. Operates a variety of hand tools, mowers, light and heavy machinery, sharp tools, and automobiles and trucks for the purpose of performing all phases of arboricultural and landscape maintenance at any and all locations around the City.
- j. Performs equipment maintenance and management.
- k. Cuts grass with power equipment or hand tools.
- l. Loads and unloads dirt, gravel, sand, mulch, debris and plant materials.
- m. Cleans, maintains, and services equipment, and make minor equipment repairs.
- n. Performs heavy manual labor for extended periods under all weather conditions, frequently lifting objects weighing 100 pounds.
- o. Makes judgments related to the job and job tasks while working.
- p. Performs duties while standing, walking, bending, sitting, or climbing ladders.
- q. Plans, organizes, assigns tasks, inspects and evaluates the work of others, and assists in training full-and part-time personnel in technical, semi-skilled, and unskilled maintenance techniques.
- r. Stands for long periods of time while using hand tools, water hoses, and weedeaters.
- s. Intermittently sits, bends, stoops and walks while performing job duties.
- t. Performs safety inspections on equipment when requested.
- u. Communicates effectively and courteously with the public and employees of the City.
- v. Assist with employee work performance evaluations.
- w. Sprays to control disease and pests where required.
- x. Maintains personnel records, supply inventories and operational records.
- y. Determines materials and equipment needs and participates in budget preparation.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE AND ABILITIES:

- a. Must be at least 21 years of age.
- b. Must possess a high school diploma or GED.
- c. Must have a minimum of five (5) years experience with a landscape maintenance program, including but not limited to: landscape and irrigation design, installation, and maintenance and equipment maintenance.
- d. Must possess a driver's license valid in the State of Tennessee.
- e. Ability to instruct subordinates in proper job procedures and methods.
- f. Skill in coordinating the work of full and part-time employees.
- g. Ability to give and follow oral and written instructions.
Ability to coordinate and delegate.
- h. Must have legal authorization to work in the United States of America.
- i. Must pass a drug/alcohol screen upon offer of employment.
- j. Must be semi-skilled in mechanics.
- k. Knowledge of the care and proper use of tools and equipment used in the development and maintenance of lawns, landscape beds, trees, irrigation systems, hardscape areas, and general grounds owned by the City.
- l. Knowledge of maintenance, care, and installation of landscape beds, lawns, trees, irrigation systems and general grounds of the City.

- m. Knowledge of turf diseases, plant diseases, insects, chemicals, and the proper methods used to control such undesirable elements.
- n. Ability to distinguish between different cleaning materials, fungicides, herbicides, insecticides, with the ability to read and understand label information.
- o. Knowledge of occupational hazards and safety precautions.
- p. Ability to report for work on time and to perform the duties of the job for an entire workday.
- q. Ability to work flexible hours with some weekend and holiday work required.
- r. Ability to perform frequent overtime work which may involve late night or early morning hours.
- s. Must be able to lift objects weighing up to 100 pounds or more with assistance.
- t. Ability to establish and maintain an effective working relationship with other employees and effectively and courteously communicates, orally and in writing with the public.
- u. Ability to employ problem-solving skills in resolving operational situations that might arise
- v. Knowledge of personnel policies and procedures.

Non-Exempt
Safety Sensitive
7/25/06